

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

27 February 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-027**

**POSITION:** Medical Support Assistant (D1114000) (GS-0679-05) EXCEPTED POSITION

**LOCATION:** Medical Command, Camp Keyes, Augusta, Maine

**SALARY RANGE:** \$31,628 to \$41,122 per annum

**CLOSING DATE:** 17 March 2014

**AREA OF CONSIDERATION:**

**AREA I:** All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

**AREA II:** All Enlisted of the Maine Army National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Clerical or administrative experience, education and/or training which has provided the candidate with the ability to provide administrative support and customer service.

**SPECIALIZED EXPERIENCE:** Must have six (6) months experience for GS-05 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of medical terminology.
2. Knowledge of regulatory guidance governing patient privacy/confidentiality.
3. Knowledge of computers and software applications to update and retrieve information from various computer database applications.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 3 months of the required experience may be substituted by successful completion of a high school diploma or equivalent.

**COMPATIBILITY CRITERIA:** MOS: 42A, 68G, 68W, 68Z

**OTHER REQUIREMENT:** Successful candidate must become a member of the MEARNG Medical Command Det within 6 months of hire.

Must become MOS qualified in 68E within 12 months of hire.

**INCENTIVE PROGRAM:** Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. No special forms are required. Applications must be forwarded Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil).

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION: This position is located in the Health Services Section, Medical Command, of the Army National Guard (ARNG). The purpose of this position is to provide assistance to military members for follow-up health care medical procedures and medical claim processing on a day to day basis, and to coordinate medical processes with the military members, medical providers, the Military Medical Support Office (MMSO) and Tri-Care.

b. DUTIES AND RESPONSIBILITIES:

(1) Performs the clerical functions for military medical bill payment including distribution of bills and coordination of payment to the providers. Processes, organizes and coordinates payment of medical bills with the health care providers through Tri-Care and the MMSO for billing inquiries and payment decisions to resolve disputed medical claims. Distributes and maintains all correspondence for follow up medical care. Serves as the liaison between the military members and/or family members and the military medical and civilian medical communities. Provides information to military members, or their family members, on the process of seeking or applying for medical reimbursement and what the requirements are for such reimbursement.

(2) Prepares submission packets for medical claims/reimbursement and sends all medical claims via certified mail to the MMSO and/or Tri-Care. Insures medical claims submitted are in the appropriate format and comply with MMSO/Tri-Care standards. Completes all administrative support requirements in an accurate and timely manner in accordance with Army Regulation 40-501 and MMSO/Tri-Care Guidelines. Prepares all follow up health care request for the MMSO's authorization.

(3) Coordinates follow on health care and preauthorization with both civilian health care providers and military medical treatment facilities. Requests and publishes travel orders in conjunction with medical appointments, medical boards, administrative boards, etc. Coordinates medical appointment information with the units and soldiers. Maintains the present records retention and the medical care tracking database utilized for medical claims processing.

(4) Tracks and forwards, as required, all Human Immunodeficiency Virus (HIV) test results to the units. Tracks all Annual Medical Certification (AMC) for all units to include flagging soldiers from orders until AMC has been cleared. Notifies and tracks soldiers and units when they require a phase II cardiovascular screening (treadmill test). Flags soldiers with open medical issues from being placed on orders.

(5) Performs other duties as assigned.